

# Elbert County

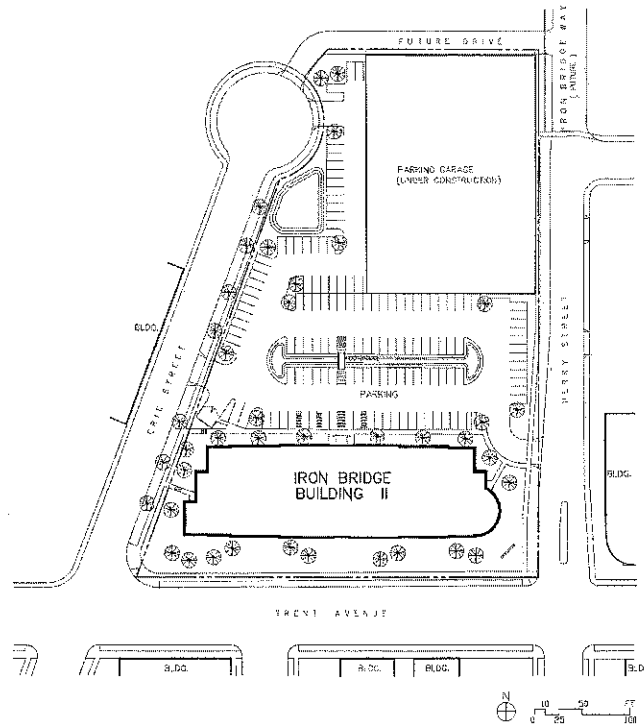
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## Site Development

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## Plan and Process

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Elbert County Site and Development Plan and Process is required for any business, commercial, industrial facility; multi-family dwelling; recreational facility; institutional facility, major utility or utility service facility or cell site.

## **Elbert County Site Development Plan and Process**

**DRAFT**

**July 2012**

### **Purpose and Intent:**

The Site Development Plan process is an administrative process established to ensure that proposed developments comply with conditions of approval, Planned Unit Development requirements, platting restrictions, Elbert County Zoning Regulations, Elbert County Subdivision Regulations, Elbert County 1041 Regulations, Elbert County Master Plan, Elbert County Design Standards for Non-Residential and Multifamily Developments, and The Elbert County Construction and Specification Manual.

This process evaluates a wide range of specific site issues related to the particular development proposed including, but not limited to: circulation and traffic improvements, landscaping, parking, signage, lighting, sidewalks, storm water drainage and detention, and water/sanitation facilities. Any public improvements required of the proposed development will be specified in a Development Improvement Agreement (DIA) between the developer and Elbert County. The applicant is encouraged to conduct the Site Development Plan Process simultaneously with the platting process, if the specific site layout and other details are known at the platting stage.

### **Application:**

The Site Development Plan review process is required for any use or change in use for platted or un-platted parcels before the issuance of any building permit to construct: any business, commercial, industrial facility; multi-family dwelling; recreational facility; institutional facility (including government buildings, library, fire/law enforcement station, churches, and schools); major utility facility or cell site; utility service facility that contains a structure greater than 120 square feet or that occupies an area greater than 500 square feet; and similar uses contained within Planned Unit Developments.

The Site Development Plan review process will include a requirement for a Development Improvement Agreement (DIA) for all site plans that have related public improvements, drainage improvements, and/or landscaping to install and/or complete. If a DIA is required, an estimate of probable construction costs, including all proposed public improvements, drainage improvements and landscaping improvements, shall be provided by the applicant's Colorado Certified engineer for approval by Community and Development Services and the County Engineer. An improvement guarantee shall be provided in favor of the County. The size and type of guarantee shall be decided on a case by case basis at the time of Site Development Plan review.

## **General Requirements;**

A Site Development Plan review and approval is required before a building permit may be issued by the County for all business, commercial, industrial, multifamily residential, schools, churches and municipal or other public or quasi-public uses.

This requirement does *not* apply to the following:

1. single or two family dwelling residential land uses;
2. any property that had a site plan reviewed and approved as part of an approved Plat or site approval;
3. normal repairs and maintenance of an existing building or structure;
4. alterations which do not affect more than 25% of the external dimensions of an existing building or structure unless such alterations are made to change the use or type of occupancy within part or all of the altered building or structure;
5. signs and fencing;
6. temporary structures used for the sale of fireworks, Christmas trees or other similar temporary use.

## **Approval Criteria**

For Site Plan approval, conformance and/or compatibility is required with the following;

1. Elbert County Master Plan, applicable County regulations and provisions of the underlying zone district;
2. parking and open space requirements;
3. all related development plans such as approved subdivision plats and/or PUD plans and development guides;
4. surrounding existing and proposed uses;
5. all state, federal and/or local environmental standards, including but not limited to air quality, water quality, glare and heat, noise, vibration, odors, hazardous materials, storage and disposal of waste, electromagnetic interference and radiation.

## **Amendments**

Any approved Site Plan review shall be limited to the items shown on the Site Plan graphic. Major changes from the approved Site Plan Review map shall require the approval of an amendment of the Site Plan Review map by Community and Development Services. Community and Development Services is responsible for determining whether a major change exists. Any changes shall be filed with Community and Development Services in the Site Plan Review file.

An amendment to a site plan shall follow the same procedures as for initial approval, except that the Director of Community and Development Services may authorize minor changes in the overall plan that do not:

1. alter the basic relationship of the proposed development to adjacent properties;
2. change the permitted uses;
3. increase the maximum density, floor area ratio or height;
4. decrease the amount of off-street parking;
5. decrease setbacks, unless setbacks after amendment would still meet the minimum setback requirements of the underlying zone district;
6. reduce the minimum landscape area required at the boundary of the site.

Any administrative amendment granted shall be transmitted to the Planning Commission and to the Board of County Commissioners for their information, either by written memorandum or made a matter of public record at a public hearing of both the Planning Commission and the Board of County Commissioners.

Approved amendments to a site plan, other than minor changes as determined by the Director of Community and Development Services, shall be recorded with the Elbert County Clerk and Recorder's office at the applicant's expense.

## **Additional Fees**

In the event that Community and Development Services determines that Elbert County does not have the expertise to review or assess any plan or document submitted, such document may be referred to any consultant deemed necessary by Community and Development Services. The applicant shall pay any and all fees associated with review of the submitted site plan.

## Process

The Site Development Plan process is a seven (7) step process which concludes with sign-off by various County Departments, Development Improvement Agreements and recordation of the site plan mylar. It is an administrative process that is preceded by a Pre-submittal meeting between the applicant, Community and Development Services staff, and other appropriate County staff. While informal in nature, this meeting is intended to allow for both parties to ask and answer questions, clarify procedure and expectations, and discuss likely timeframes as well as possible impacts to that timeframe.

### ***Pre-Submittal***

The applicant should submit the site plan map, narrative, Pre-Submittal review fee (\$100) and any other pertinent information to Community and Development Services 10 days prior to the Pre-submittal meeting. A complete submittal package, as outlined below, is not required for Pre-submittal. A case planner will be assigned to the application at the Pre-submittal meeting and the number of copies required for submittal will be determined.

Following the Pre-submittal meeting, the applicant may submit the formal application, together with any changes, omissions, or amendments determined at Pre-submittal. The assigned case planner will review the application package to ensure that all submittal items required have been included. An application package that is not complete will not be accepted and will be returned to the applicant.

### **Step 1 – Submittal**

The following numbered items are required for a submittal to be deemed complete.

1. A land use application form and a funds deposit. The applicant shall enter into a cost agreement with the County, providing that the applicant shall be responsible for placing into escrow all estimated costs relating to the application, including but not limited to legal, engineering, planning and other professional or consultant fees or costs.
2. The required application fee.
3. A Development Improvement Agreement if required. The Site Plan Review process will include a requirement for a Development Improvement Agreement (DIA) for all site plans that have related public improvements, drainage improvements, and/or landscaping to install and/or complete;
4. Performance guarantees for public improvements and landscaping work as required within the DIA. (If DIA is required) This includes evidence of a 1 year warranty for all plant materials prior to release of the landscape guarantee.

5. Proof of ownership in the form of a copy of property deed dated within 30 days of submittal. The landowner listed on the site plan must be the landowner at the time the Site Plan is approved.
6. Proof of water and sewer, provided by a qualified water professional, engineer, or sanitation provider as appropriate to comply with zoning regulations.
7. Proof of access in compliance with both State and Elbert County standards and requirements.
8. Proof of fire protection. If the property is located within a fire protection district, a letter from that district indicating that they will provide service to the property is required. If the property is located outside a fire protection district, a contract with a district providing for fire protection of the site is required.
9. A Floodplain Report. If modifications to the floodplain are proposed, all site plans shall be subject to both FEMA and County floodplain requirements and regulations. This includes an approved Floodplain Development Permit from the County.
10. All deeds for dedications of right-of-way or easements are required to be submitted prior to approval of the Site Plan.
11. A plat or survey.
12. Notarized representative authorization.
13. A statement of taxes providing proof that taxes are current as of land use application date. (Can be acquired from the Treasurers Office)

14. Proposed site plan, drawn to scale, containing the following information:

<input type="checkbox"/>	<p><b>SITE DEVELOPMENT PLAN MAP (submit _____ 24' X 36" copies) – Include the following items:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Title block including title of project, address of project, section township and range of property</li> <li><input type="checkbox"/> North arrow, scale (no greater than 1"=50') and date of preparation</li> <li><input type="checkbox"/> Vicinity map</li> <li><input type="checkbox"/> Legal description of property</li> <li><input type="checkbox"/> Name, address and phone number of property owner</li> <li><input type="checkbox"/> Name, address and phone number of person or firm responsible for plan</li> <li><input type="checkbox"/> Lot size (square footage)</li> <li><input type="checkbox"/> Bearings and distances of all lot lines</li> <li><input type="checkbox"/> Existing and proposed easements and rights-of-way</li> <li><input type="checkbox"/> Existing and proposed paved areas and sidewalks on the site and in the adjacent rights-of-way, snow removal areas, all dimensioned, showing how pedestrians will have access to the site and buildings</li> <li><input type="checkbox"/> Existing and proposed curb cuts on the site and in the adjacent rights-of-way (on both sides of perimeter streets), all dimensioned</li> <li><input type="checkbox"/> Existing and proposed two (2) foot contours</li> <li><input type="checkbox"/> Existing waterways on or adjacent to the site</li> <li><input type="checkbox"/> Footprint, use, and location relative to property boundaries of all existing and proposed buildings. (including roof overhangs and eaves, decks, balconies, outside stairs and landings) Provide finished floor elevations, finished height and interior square footage for all structures.</li> <li><input type="checkbox"/> For commercial and industrial uses, the type of activity and number of employees</li> <li><input type="checkbox"/> For multi-family residential, the number of residential units and the number of bedrooms per unit</li> <li><input type="checkbox"/> Location and specifications for the signs and lights, including type, height and general conformance to the code</li> <li><input type="checkbox"/> Proposed traffic controls and striping for parking areas (all lanes, driveways, and parking spaces must be dimensioned)</li> <li><input type="checkbox"/> Trash disposal areas and enclosures including specifications for enclosures</li> <li><input type="checkbox"/> Location and size of existing and proposed water and sewer service connections and tap sizes (including those for irrigation systems)</li> <li><input type="checkbox"/> Location and size of water and sewer lines to which the service connections will be or are made</li> <li><input type="checkbox"/> Location and size of water meter(s) and backflow-prevention devices</li> <li><input type="checkbox"/> Location and size of backflow-prevention devices</li> <li><input type="checkbox"/> Indication of how and where perimeter drain will drain (if one exists)</li> <li><input type="checkbox"/> Location of existing electrical lines and poles on or adjacent to the site, proposed electrical service connection and meter location, and electric transformer</li> <li><input type="checkbox"/> Location of all fire hydrants (if none on site, note distance and direction of closest hydrant)</li> <li><input type="checkbox"/> Location of detention/retention areas and storm sewer infrastructure, required drainage easements</li> <li><input type="checkbox"/> Distance from proposed building(s)/structure(s) to adjacent lot lines, easements and adj. structures</li> <li><input type="checkbox"/> Certificate blocks for owner, surveyor, utility provider and County approval</li> </ul>
<input type="checkbox"/>	<p><b>FINAL LANDSCAPE PLAN (submit _____ 18" x 24" copies)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Scale (not greater than 1"=50'), north arrow, site boundary</li> <li><input type="checkbox"/> Existing and proposed streets</li> <li><input type="checkbox"/> Existing and proposed utilities and easements</li> <li><input type="checkbox"/> Existing 2' contours</li> <li><input type="checkbox"/> Proposed 2' contours</li> <li><input type="checkbox"/> Existing site features</li> <li><input type="checkbox"/> Areas to be irrigated and method of irrigation</li> <li><input type="checkbox"/> Proposed public and private open space with information about how it will be maintained</li> <li><input type="checkbox"/> Detailed planting plan which includes a schedule including: plant type, species, size and number</li> <li><input type="checkbox"/> Cost estimate including installation and 10% contingency fund, as exhibit 'A'</li> </ul>

<input type="checkbox"/>	<b>EXTERIOR ELEVATIONS OF PROPOSED STRUCTURES/VISUAL AIDS</b>
<input type="checkbox"/>	Complete building elevations, drawn to scale with illustrations of all colors and identifying major materials to be used in the structures.
<input type="checkbox"/>	Building floor plans, sectional drawings, perspective drawings, models, and/or computer visualizations; (if required by the County)

\*Number of copies of all above will be determined by case manager at Pre-submittal

15. Rezoning application, if applicable. (1 original and 1 copy)
16. A list of all requested variances and/or waivers, if any, together with related justification. (1 original and 1 copy)
17. A narrative describing conformance with provisions of the Elbert County Master Plan, Elbert County Zoning and Subdivision Regulations, as well as parking and open space requirements. Additionally, describe compliance with all related development plans such as approved subdivision plats and/or PUD plans.
18. Construction plans including architectural elevations, to convey the architectural intent of all proposed buildings and structures, including materials and color schemes. In some instances, color renderings and/or sample boards may be appropriate, as determined by the case planner. (1 original and 1 copy)
19. A landscape plan drawn to scale, containing location, size and species of all proposed materials; location, size and treatment of all ground surfaces ; location and disposition of all existing trees; details of proposed perimeter treatment, including landscaping materials, fencing, walls, berms and/or a combination thereof; and location, size and type of all lighting fixtures and photo metrics. (1 original and 1 copy) A separate sheet shall include the locations of proposed underground utility and/or drainage facilities.
20. Certification of notification to all mineral estate owners prior to approval.
21. A development schedule for improvements, setting forth timing for construction of the development.
22. Any other information deemed reasonably necessary for a full and complete review by the County.

If applicable, the following documentation must also be included in the submittal.

1. Wetlands delineation report and/or wildlife biologists' report to identify wildlife habitat or threatened or endangered species, and how impacts on such areas or species may be minimized or mitigated. (1 original and 1 copy)
2. A geologic and/or mining hazard report. (1 original and 1 copy)
3. Traffic impact analysis. (1 original and 1 copy)



4. A drainage report and plan. (1 original and 1 copy)

#### **Step 2- Application Referral**

Depending on the complexity of the application, the number of referrals to county departments and outside agencies will vary. In some instances outside agency referrals may not be required. The case planner will inform the applicant of the number of referral packets that will be required. The applicant will provide the necessary packet contents, mailing envelope (Not sealed), and the required postage (Not affixed), for the required number of referral packets. Packet contents should include a copy of the Site Plan map, project narrative and any other supporting documentation deemed necessary by the case planner. These will be forwarded to the identified county departments and other agencies. The case manager shall have 5 working days (Monday thru Thursday) to refer the application to County divisions/departments and other agencies.

If the County does not have the expertise to review/assess any plan submitted Community and Development Services may refer such document to a consultant. The applicant shall pay any and all fees associated with review of the submittal package by those referral agencies and any consultant.

#### **Step 3 - Referral Responses**

The Site Development Plan application is sent to referral agencies for review and written comments. The case manager will collect all referral responses. Referral recipients shall have 14 working days (Monday thru Thursday) to respond in writing to the application. An extension of no more than 30 calendar days may be agreed to by the applicant. Referral recipients that have not responded within that time will be assumed to have no objections.

#### **Step 4 - Provide Comments to Applicant**

Comments will be forwarded to the applicant within 5 working days (Monday thru Thursday) of receipt by staff. A meeting between staff and the applicant may be held to review the referral responses. The applicant may also meet with those referral agencies that have expressed concerns with the application before submitting revised plans and/or documents in response to referral comments. The case manager must be notified of any meeting with referral agencies or provided with a written confirmation from the referral agency that mitigation has been satisfied.

#### **Step 5- Applicants Response to Comments**

Within 90 calendar days after the receipt of the referral responses, the applicant shall address, in writing, all issues and/or deficiencies (if any) identified by referral agencies. To continue in a timely fashion, the applicant must complete the requested revisions and

submit revised plans and/or documents for additional review by the case manager and referral agencies as quickly as possible. If response and re submittal from the applicant is received more than 14 working days (Monday thru Thursday) after receipt of referrals, the applicant will be deemed to have consented to a slower process.

If there is no written response from the applicant within 180 calendar days after receipt of the referral responses and no extension has been granted by the Director of Community and Development Services, the application will be considered withdrawn. The applicant will then have to file a new application with the required fees and documents. The Director of Community and Development Services or his/her appointed designee may extend the 90 day maximum response deadline for an additional 30 calendar day period if, in his/her opinion, the delay in response is out of the applicant's control.

Submission by the applicant and review by the case manager of each revised submittal (if any) will occur under the conditions established for the original application submittal (steps 2 through 5) except that additional fees (See fee schedule) will be charged for re-submittals that do not address previously red marked plans, comment and recommendations. Additional fees will also be charged for re-submittal that evidence new changes that are not in response to staff or referral agency red marks, comment or recommendations.

#### **Step 6 - *Staff Review & Decision of Revised Submittal***

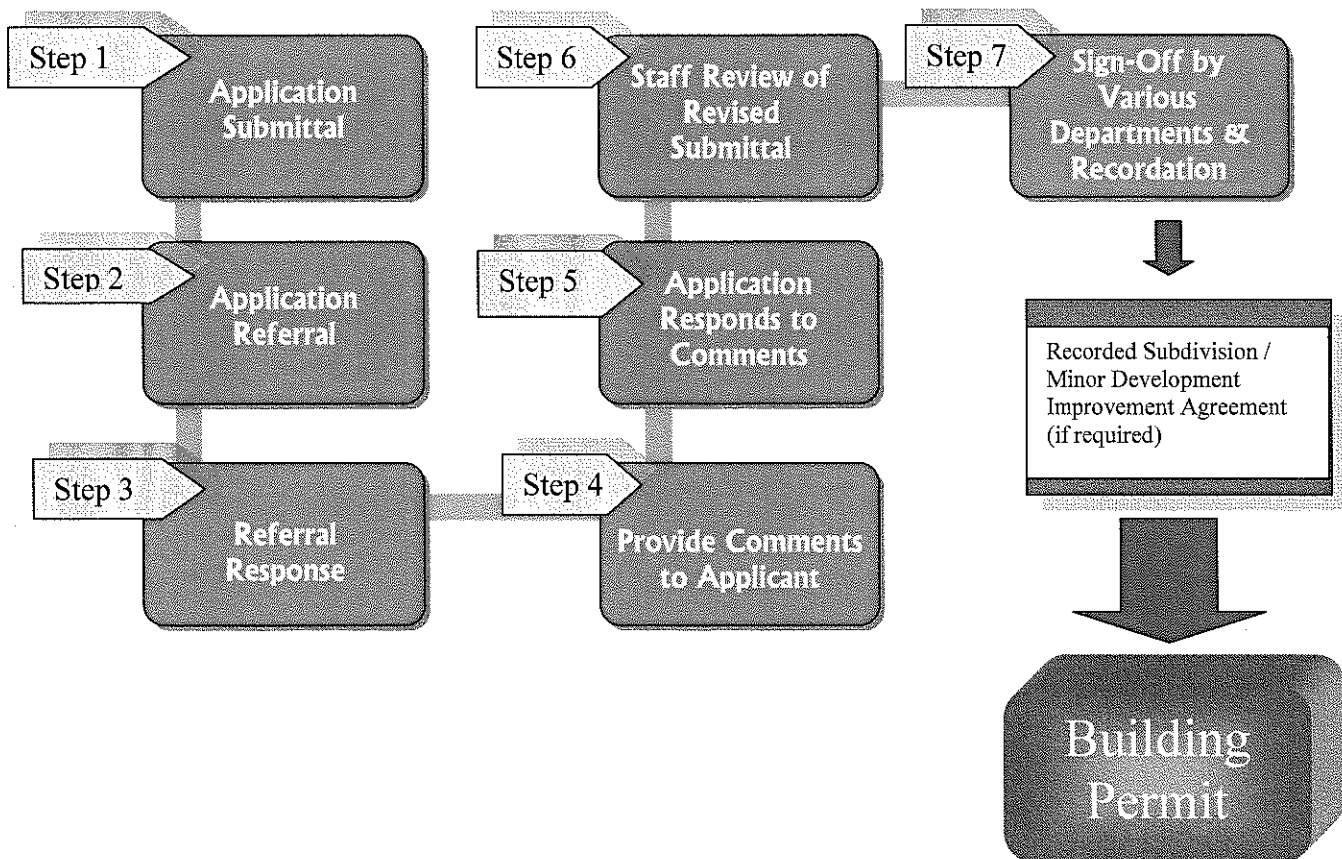
Review and referral of revised submittal documents will take no more than 7 working days (Monday thru Thursday). If a third review is required, staff will have an additional 7 working days for review and referral. Following each review and referral, staff will have 3 working days to provide applicant with a letter listing any continuing deficiencies. The applicant will then have 7 working days to submit final documents for determination. Staff will have 10 working days to review final submittal documents and approve, approve with conditions, or deny the application. If approved, the Site Plan will move forward to recordation. If approved with conditions, the Site Plan must first meet all reasonably executable conditions of approval before proceeding to recordation. If denied, the applicant may appeal the decision, in writing, to the Board of County Commissioners within 30 calendar days of the denial. Otherwise, the application will be considered withdrawn. If the application is withdrawn or denied on appeal, a new application, complete with new fees, will be required for the same property. In the case of a successful appeal, the application will move forward to Step 7.

#### **Step 7- *Recordation***

Within 30 calendar days of the approval of the Site Plan, the applicant must submit a mylar of the site plan in compliance with Step 1, Item 14, and any required modifications associated with the approval. All Site Plans and the associated DIA submitted for recordation must be reviewed by staff for accuracy. If no additional changes are

necessary, the Site Plan mylar will be recorded with the Elbert County Clerk and Recorder's office. The applicant is responsible for any recordation fees. The applicant must obtain building permits within 1 year of Site Plan approval, otherwise the approval is rescinded.

#### Typical Site Development Plan Process



**Timeline-** The following table illustrates a typical review timeline. Depending on the complexity of the submittal, this timeline may vary.

\*EC(Elbert County) Working Day=Monday thru Friday

<b>Proceedure Steps</b>	<b>Site Development Plan</b>
<b>65 Elbert County working days to decision</b>	
Application Submittal	
Application Acceptance	
Application Referral	5 EC working days
County and Referral Agency Response	14 EC working days
Forwarding of Referral comments/Optional meeting	5 EC working days
Applicants Response to Comments	14 EC working days
Review of Revised Submittal	7 EC working days
Forwarding of 2 <sup>nd</sup> Referral Comments	3 EC working days
Final Document Submittal	7 EC working days
Determination	10 EC working days

**Definitions:**

**Abutting:** Having a common border with, or separated from such a common border by a right-of-way, alley or easement.

**Accessory Structure:** A subordinate structure detached from but located on the same parcel as the principal structure, the use of which is incidental and accessory to that of the principal structure.

**Accessory Use:** A use naturally and normally incidental to, subordinate to and devoted exclusively to the principal use.

**Adequate Temporary Erosion and Sediment Control:** Temporary erosion and sediment control designed, installed, implemented, and verified by the Permittee to remain effective for 90 days or until the homeowner installs permanent erosion control.

**Adjacent:** Having a common border with, or separated from such a common border by a right-of-way, alley or easement.

**After Construction:** After a home has been completed but before a Certificate of Occupancy (CO) has been issued, or, for structures not eligible to receive a CO, before a Final Inspection has been performed.

**Agriculture:** Farming, ranching, animal husbandry, and horticulture - Land used for grazing domestic animals or land used to produce products that originate from the land's productivity.

**Approved:** Approved by the Elbert County Director of Community and Development Services

**Backfill Zone:** The area to be backfilled between the foundation and the excavation wall.

**Berm:** Mound of earth used in landscaping for screening, definition of space, noise attenuation or decoration.

**Best Management Practice (BMP):** A physical, structural, or managerial practice or device that prevents or reduces erosion or sedimentation.

- **NON-STRUCTURAL** are those which require modified or additional operational or behavioral practices, such as street sweeping and washing or phasing construction activities on a project.
- **STRUCTURAL** are those which require the construction of a structure or other physical modification on the site such as silt fencing, downspout extensions, or use of protective cover.

Board, or Board of County Commissioners: The Elbert County Board of Commissioners; the governing body of Elbert County.

Borrow Site: A site used for extraction of earthen materials such as sand, gravel, rock, dirt, etc., where the material is removed from the legally described site and is characterized by a short-term operation and a limited quantity of earthen material.

Building: Any permanent structure or portion thereof, built for the shelter or enclosure of human beings, animals, or property of any kind and excluding signs or fences.

Building Permit: A document issued by the Elbert County Building Division giving permission for construction of a structure or other specified activity in accordance with the International Building Code, Zoning Regulations, and all applicable amendments and regulations.

County: Elbert County, Colorado

Development: Any change to improved or unimproved real estate, including but not limited to: buildings, structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or any alteration to land, buildings or structures which falls under the purview of this Site Plan review process.

Development Improvements Agreement (or Development Agreement) (DIA) – A recorded agreement between the County and the Developer of all required improvements related to the site location. The DIA may also include 1 or more security arrangements which the County shall accept to secure the actual cost of construction of such public improvements as are required. The DIA may include any one or a combination of the types of security or collateral listed in this subsection, and the developer may substitute security in order to release portions of the development for sale. The types of collateral which may be used as security under the DIA are as follows: restrictions on other conveyance, sale, or transfer of any lot, lots, tract, or tracts of land within the subdivision as set forth on the plat or as recorded by separate instrument; performance of property bonds: private or public escrow agreements; loan commitments; assignments or receivables; liens on property; letters of credit; deposits of certified funds; or other similar surety agreements. Security, other than plat restrictions, required under the DIA, shall equal in value the cost of improvements to be completed but shall not be required on the portion of the site subject to plat restriction. The amount of security may be incrementally reduced as development improvements are completed. Warrantee requirements shall be above and beyond those limitations set for other security provisions. [§30-28-101(11) C.R.S.]

Discharge Point: The location to which drainage water from a specific site is released.

Drainage Basin: The tributary area through which drainage water is collected, regulated, transported, and discharged to receiving waters.

**Drainage Control:** The management of drainage water. Drainage control is accomplished through the collection, conveyance, and discharge of drainage water.

**Drainage, Erosion, and Sediment Control Plan (DESC Plan):** A plan for collecting, controlling, transporting, and discharging drainage water falling upon, entering, flowing within, and exiting the site. The plan includes a schedule of Best Management Practices to be implemented to control erosion and sedimentation during construction.

**Drainage Swale:** A depression or defined channel that collects and conveys drainage water to a discharge point.

**Driveway:** A private vehicular access abutting a street, for the exclusive use of the owners and occupants of the lot, lots or project and their invitees, not considered to be a street.

**Easement:** An acquired right of use, interest or privilege in land owned by another.

**Elevation:** The vertical position of a surface in relation to a fixed reference point.

**Erosion:** The wearing away of the ground surface as a result of the movement of wind, water, or ice.

**Excavation:** The displacement of earth material, including minor adjustments to the surface of the site in preparation for construction.

**Existing Grade:** The natural or over-lot graded surface contour of a site before foundation excavation.

**Fee Owner:** Any person having title to and/or responsibility for a building site or property, including lessee, guardian, receiver or trustee, and the landowner's duly authorized agent.

**Fill:** Earth material deposited, placed, pushed, dragged, or transported to a place other than from the place from where it was excavated.

**Final Grade:** The grade after completion of construction, excavation, and fill.

**Floodplain:** The area adjoining any river, stream, watercourse, lake or other body of standing water which is subject to inundation by a 100-year flood as determined by the Elbert County FIRM.

**Grading:** Excavation, fill, in-place ground modification or any combination thereof, including the establishment of a grade following demolition of a structure.

**Impervious Surface:** Any surface that water runs across as opposed to soaking in,

including, but not limited to, paved streets, paved driveways, treated surfaces, walkways, roof surfaces, and patios.

**Inspector:** The permittee's inspector or representative, inspection agency, or licensed professional engineer performing the inspection work required by these regulations.

**Institutional Facility-** Facilities commonly associated with community space, such as government facilities, libraries, fire/law enforcement stations, churches, schools or any other similar use.

**Landscape:** Improvement to an area of land by the planting of a combination of trees, shrubs and ground covers.

**Landscape Materials:** Any rock, sod, bark, mulch, tree, shrubbery, topsoil, fertilizer, earth material, or any other material associated with establishing permanent vegetation, erosion control, or finished grade changes.

**Legal Description:** A written metes and bounds description of the boundary of a parcel of real property by a Professional Land Surveyor (PLS), for the purpose of perpetuating location and title. The description must recite all ties and monuments, recorded or physical, which will determine the correct position of the boundary, all references to adjoining lands by name and record, and a full dimensional recital of the boundary courses in succession which shall be mathematically correct. The description must be accompanied by an exhibit or map showing all pertinent information as described in the narrative.

**Lot:** A parcel of land designated as a lot on a recorded plat or a parcel of land that has been recorded by a deed in the Office of the Elbert County Clerk and Recorder provided such lot was created in compliance with the State land-use laws and Elbert County subdivision and zoning regulations in effect at the time the lot/parcel was created. Also, Lot of Record. (A tax parcel is not necessarily a lot of record.)

**Permanent Erosion Control:** A permanent method to stabilize the soil to prevent soil particles from being dislodged by wind and water erosion (e.g., establishing permanent vegetation such as sod).

**Person:** Any individual, firm, partnership, corporation, municipal corporation, and government, and the individual's or entity's heirs, successors, and assigns.

**Plan:** A graphic or schematic representation, with accompanying notes, schedules, specifications, and other related documents.

**Professional Engineer (PE):** A person who is licensed by the State of Colorado to practice civil engineering.

**Professional Land Surveyor (PLS):** A person who is licensed by the State of Colorado



to practice land surveying.

**Recreational Facility-** Facilities for sports and recreational activities. These facilities may operate as profit or non-profit and may include organized events. Such facilities may include indoor or outdoor activities, motorized equipment, firearms, animals or any other similar use.

**Right-of-way:** Land acquired by reservation, dedication, prescription or condemnation and intended to be occupied by a road, trail, water line, sanitary sewer or other public use.

**Runoff:** The flowing of water across the ground surface. Runoff includes, but is not limited to; stormwater, snowmelt, yard watering, and sump pump activity.

**Site:** Any lot, parcel of land, street, or public right-of-way, or contiguous combination thereof, where a permit for new development, redevelopment, land disturbing activity, or grading has been issued or where any such work is scheduled to be performed.

**Site Plan:** A scaled map of a building site and adjacent public rights-of-ways showing locations and dimensions of various existing and proposed features such as buildings, curbs, driveways, sidewalks, trees, grades, easements, lot lines, elevations, and drainage patterns.

**Slope:** An inclined ground surface. Slope may be expressed as a percentage or a ratio.

**Stormwater Runoff:** Water originating from rainfall and other precipitation.

**Vested\_Property\_Right - [§24-68-102(5) C.R.S.]** The right to undertake and complete the development and use of property under the terms and conditions of a site specific development plan.

**Watercourse:** A channel, natural depression, slough, artificial channel, gulch, arroyo, stream, creek, pond, reservoir, or lake in which storm runoff and floodwater flows either regularly or intermittently, including major drainage ways for carrying urban storm runoff.

**Working day-** Elbert County operates on a four day work week, Monday to Thursday.